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Report for Week Ending 20 June 1956
from
FORMS MANAGEMENT BRANCH

General Information

- 25X1A9a 1. Telephone Inquiries on Authorized Overseas Use of Standard Forms -
[REDACTED] Provided Supply Operations Branch, OL, with determinations on the overseas use of 48 forms.
- 25X1A9a 2. Memoranda Written on Authorized Overseas Use of Stocked Forms -
[REDACTED] (a) Furnished, as a part of Mr. [REDACTED] project, additional information to the Inspection and Catalog Branch, Supply Division, Office of Logistics, on the overseas use of 158 forms; (b) Provided information to Office of Comptroller on 73 forms; (c) Provided information to DD/P on 47 forms; (d) Provided information to the Chief, Depot Stock Control Section, Supply Division, Office of Logistics, on their proposal to ship 613 forms to Support Base, [REDACTED]. Of these 613 forms there were 161 duplications. No determination has been made at present on 111 forms which remain unresolved; (e) Provided the Area Records Officer, Office of Security, with information pertaining to par.d. above. 25X1A9a 25X1A6a
- 25X1A9a 3. Printing Services Requisition, Form No. 70 - [REDACTED] - Approval of final proof copy of this form has been accomplished by Messers [REDACTED] of the Management Staff and Mr. [REDACTED] of the Printing Services Division of the Office of Logistics. 25X1A9a 25X1A9a
- Ab3b1 25X1A9a 4. [REDACTED] Briefs - [REDACTED] Brief format has been approved by Messers [REDACTED] and [REDACTED] of [REDACTED]. The use of short run systems mat agreeable to both b3b1 25X1A9a [REDACTED] and PSD/OL. These mats will be bought on a test basis this week. Ab3b1
- 25X1A9a 5. WGIR - [REDACTED] of OCR was given a full briefing this past Friday on the current status of a common Information Report format.
- 25X1A9a 6. Cable Secretariat Converting from Hectograph to Multilith - [REDACTED] The Director and Col. [REDACTED] have decided to convert cable reproduction operation from the hectograph process to direct image offset. Three new machines have been ordered. Cable and TD Report forms are being converted from black hectograph to offset. 25X1A9a

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PENDING ACTIONS SUMMARY

| <u>Type</u> | <u>DD/I</u> | <u>DD/P</u> | <u>DD/S</u> | <u>Stock</u> | <u>Total</u> |
|-------------|-------------|-------------|-------------|--------------|--------------|
| New | 1 | 10 | 8 | | 19 |
| Revision | 2 | 6 | 5 | | 13 |
| Reprint | 1 | 1 | | 7 | 9 |
| Total | 4 | 17 | 13 | 7 | 41 |

COMPLETED ACTIONS SUMMARY

| <u>Type</u> | <u>DD/I</u> | <u>DD/P</u> | <u>DD/S</u> | <u>Stock</u> | <u>Total</u> | <u>Number of Copies</u> |
|-------------|-------------|-------------|-------------|--------------|--------------|-------------------------|
| New | | | 3 | | 3 | 5,400 |
| Revision | | | | 1 | 1 | 27,500 |
| Cable Sec. | | | | | 4 | |
| Reprint | | 5 | 7 | 5 | 17 | 71,400 |
| Total | | 5 | 10 | 6 | 25 | 104,300 |



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